

# DRAFT DIRECTIVE TRANSMITTAL



State of California

## WORKFORCE INVESTMENT ACT

Number: WIADD-1

Date: May 22, 2000

TO: LOCAL WORKFORCE INVESTMENT AREAS

SUBJECT: ELIGIBLE TRAINING PROVIDER LIST

☒ **IMMEDIATE ACTION**

Bring this draft to the attention of the appropriate staff.

☒ **E-MAIL COPY TRANSMITTED**

Number of pages (including coversheet): 80

If there are any problems with this transmittal, please call Cindi Tindall, at 916/654-9767.

**SUBJECT MATTER HIGHLIGHTS:**

Please review and comment on the attached draft directive.

This directive sets forth policy and procedures for establishing and operating the Eligible Training Provider List in California.

**COMMENTS ARE DUE BY:**

**06/15/00**

Comments can be submitted through one of the following ways:

- 1) **Web site** — <http://www.edd.ca.gov/emptran.htm>
- 2) **Fax** — WID, Attention: **Joannie Ornelas** at 916/654-9586
- 3) **E-Mail** — [JTPDLIB@EDD.CA.GOV](mailto:JTPDLIB@EDD.CA.GOV) (Include "draft comments" in the subject line)
- 4) **Mail** — WID / P.O. Box 826880 / MIC 69 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. However, we will not be able to individually respond to comments. **Comments received after the specified due date will not be considered.**

If you have any questions, contact your WID program manager at (916) 654-7799.

# DRAFT DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number:

Date:  
69:85:cg:3708

TO: **D** SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
WID STAFF

SUBJECT: ELIGIBLE TRAINING PROVIDER LIST

### EXECUTIVE SUMMARY:

#### Purpose:

**R** Section 122 of the Workforce Investment Act (WIA) requires states to establish a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers. This directive sets forth policy and procedures that govern the establishment and operation of the Eligible Training Provider List (ETPL) in California.

#### Scope:

**A** WIA requires states to establish two separate procedures for the ETPL. Initial eligibility procedures are required for programs of training providers to be listed on the ETPL for the first time. Subsequent eligibility procedures are required for programs to remain on the ETPL after providing services for a period of time. This directive provides Local Workforce Investment Boards (LWIB) with information on the initial eligibility criteria and procedures that require immediate action to establish California's ETPL by July 1, 2000. The procedures for determining subsequent eligibility of providers on the ETPL will be issued in a future directive, once the performance measures required to determine subsequent eligibility have been operationally defined. The information contained in this directive is intended to assist LWIBs in establishing local procedures for soliciting and approving applications from interested training providers and forwarding information on locally-approved providers and their programs to the State for approval and inclusion on the statewide ETPL.

#### Effective Date:

This directive is effective immediately.

**T**

## REFERENCES:

- Section 122 of the Workforce Investment Act of 1998
- 20 CFR Federal Register, Section 663.500

## STATE-IMPOSED REQUIREMENTS:

This directive contains only State-imposed requirements.

## FILING INSTRUCTIONS:

Retain this directive until further notice.

## BACKGROUND:

Policy and procedures governing the operation of the statewide ETPL in California were developed by the California Office of Workforce Investment (COWI), in consultation with state and local partners. The ETPL policies and procedures were approved for inclusion in the State Plan by the State Workforce Investment Board at their meeting on March 15, 2000. The approved ETPL policies and procedures are included in Attachment 1.

The Employment Development Department (EDD) has been designated as the administrative entity for the first year of ETPL implementation. Within EDD, the Workforce Investment Division (WID) is responsible for the administration and operation of the statewide ETPL.

To ensure compliance with the federal requirements governing the ETPL by July 1, 2000, the Job Training Automation (JTA) system will be used to administer and operate the statewide ETPL during its initial implementation. A feasibility study is currently underway to explore alternative technologies that may be better suited to the operational requirements of the ETPL in the longer-term. In the interim, the use of the existing JTA system will facilitate compliance with the ETPL requirements by providing a means of electronically transmitting the required data elements between the Local Workforce Investment Board (LWIBs) and the State, and automating the dissemination of an updated statewide ETPL to the LWIBs on a daily basis for use in their One-Stop Centers.

## POLICY AND PROCEDURES:

The policies and procedures contained in *Attachment 1* provide detailed information on both initial and subsequent eligibility criteria and procedures, including the providers and training programs that are eligible to apply for listing on the ETPL, the data collection requirements, and the roles and responsibilities of EDD and the LWIBs in the operation of California's ETPL. The information contained in *Attachment 1* should be reviewed by LWIBs prior to establishing the local process required to comply with the ETPL requirements.

With the exception of certain types of customized and on-the-job training, only providers who offer training programs listed on the ETPL are eligible to receive WIA funds for

training adults and dislocated workers. Providers must submit an application to the LWIB in a local area in which the provider desires to provide training services. A separate application is required for each program of training services offered by the provider. The LWIB is responsible for reviewing the applications submitted by providers, determining if the applicant meets State and local criteria for listing, and forwarding information to EDD for those providers who are determined to meet the criteria for initial listing on the ETPL. EDD is responsible for accepting information on training providers from LWIBs, verifying the information, compiling a single statewide list of eligible training providers (the ETPL) and disseminating the statewide ETPL to the LWIBs for distribution to their One-Stop centers.

The EDD has developed two standard application forms for use by LWIBs in collecting the data required to determine the initial eligibility of providers for inclusion on the ETPL. These application forms and line item instructions for their completion are included in the *ETPL Handbook* provided in *Attachment 2*. The Provider Application form collects data on the training institution, its accreditation, and the types of training services they provide. The Program Application collects information specific to the course content, mode of delivery, hours of instruction, credits, and program goals. The use of these standard application forms is optional. However, LWIBs that choose to use a different format must incorporate all of the data elements included on the standard application forms.

The JTA system has been modified to provide data entry screens in the same format as the standard application forms. The LWIBs will be able to enter data from the application forms into the JTA system using these screens. Programs have also been developed that will allow LWIBs to load application data collected through local case management systems directly into the JTA system. Local JTA systems now include approval screens that can be used by LWIBs to process provider and program applications. An extract program will be used to transmit approved applications to EDD for verification, approval and inclusion on the statewide ETPL. The data entry screens, load programs, and approval screens will be included in a JTA system change release that will be issued in late April 2000. The extract program required to transmit data to EDD will be included in a JTA system change release that will be issued on May 26, 2000. The use of the JTA system to transmit data to the State for ETPL purposes is optional. However, all data submissions to EDD for ETPL purposes must adhere to the file structure and data coding specified in *Attachment 3*.

The EDD will accept applications for the ETPL from LWIBs on any working day of the year. Data must be submitted in accordance with the file structure specified in *Attachment 3* so that it can be loaded into the State's JTA system for processing. Once data has been successfully loaded into the State's JTA system, EDD will have 30 days to process the application and determine its suitability for inclusion on the statewide ETPL. The EDD may use methods described in *Attachment 1* to verify certain data elements. Applications approved for inclusion on the statewide ETPL will appear on the list within 30 days of their submission to the State by the LWIB. If EDD denies an application for listing, EDD will notify the provider in writing and provide a complete explanation of the reason for the denial along with information on the Appeals process. A copy of the notification sent to the provider will also be sent to the LWIB.

The LWIBs are responsible for submitting changes to EDD for programs or providers already listed on the statewide ETPL to ensure that the information is current. The EDD will accept changes submitted by LWIBs on any working day of the year. The EDD will update the list daily to incorporate changes that do not require verification. Other changes will be included on the list within 30 days of their submission to EDD.

The LWIBs will have access to an updated statewide ETPL via the JTA system on each working day of the year. The LWIBs are responsible for ensuring that all One-Stop centers in their area have access to the most recent version of the ETPL and make it available to their customers. The LWIBs can employ any means they deem appropriate for disseminating the ETPL to their One-Stop centers.

A *JTA User Guide* is currently being developed for the ETPL module that will be issued under separate cover as soon as JTA system testing has been completed.

To comply with federal requirements, EDD must issue the first statewide ETPL on July 1, 2000. The LWIB must submit the provider and program applications to EDD for approval in early June 2000 in order to be included in the first issuance of the statewide ETPL.

A checklist of the activities requiring immediate action by LWIBs to comply with the ETPL requirements is provided in *Attachment 4*.

#### **ACTION:**

The information contained in this directive should be shared with all staff involved in local activities required to establish the initial eligibility of training providers in their area.

#### **INQUIRIES:**

Questions regarding this directive should be directed to your assigned program manager.

BILL BURKE  
Chief

Attachments included as part of this document:

1. Preliminary Policy and Procedures
2. Forms Handbook
3. Data File Layouts
4. Local Area Checklist

Attachments available in our Resource Information Center or by clicking on the links below:

5. [Training Provider Application—ETPL EPVA](#) (MS Word 97)
6. [Training Program Application—ETPL EPGA](#) (MS Word 97)



State of California

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# Workforce Investment Act

## Eligible Training Provider List

### Preliminary Policy & Procedures

Prepared By  
Workforce Investment Division  
May 2000

**Workforce Investment Act  
Eligible Training Provider List  
Preliminary Policy and Procedures**

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## **PRELIMINARY POLICY AND PROCEDURES WORKFORCE INVESTMENT ACT ELIGIBLE TRAINING PROVIDER LIST**

### **I. PURPOSE**

These procedures govern the operation of the statewide Eligible Training Provider List (ETPL) in California. They address activities by State government, Local Workforce Investment Boards (LWIB) and their One-Stop centers, and those training providers who wish to offer services to certain individuals whose training is funded under the Workforce Investment Act (WIA).

The WIA emphasizes the goals of informed customer choice, performance accountability, and continuous improvement. One of the primary means that WIA employs to achieve these goals is the ETPL. The State is to develop and operate the ETPL in partnership with LWIBs to gather and display useful information on training providers, their services, and the quality of their programs. Only providers and programs that meet specified quality criteria will be listed on the ETPL and will be eligible to receive Individual Training Account (ITA) funding through WIA.

A One-Stop center may issue an ITA to an adult to fund training after it has determined that core and intensive services are insufficient for that customer's needs. The individual can then compare the offerings on the ETPL, and with the advice of One-Stop staff, select the best training program.

In this way, the ETPL helps to provide customer choice, but it also supports increased performance accountability. Under WIA, LWIBs must annually meet performance levels that they have negotiated with the State. The performance of the training providers is critical to LWIB performance. The performance information displayed on the ETPL will greatly aid each LWIB in determining how providers are contributing to the LWIB's overall performance.

The ETPL will also be a useful tool for the continuous improvement of the services offered by providers. Not only will ETPL performance information help managers by giving them feedback on which programs are successful, the ETPL will inform the programs' customers. This informed customer choice will tend to make providers more focused on their customers' success, which will spur them to improve their programs.



## **II. BACKGROUND**

### **A. WIA Requirements**

1. The Governor must set procedures for the ETPL. [WIA Section 122(b)(2) and 122(c)(1)].
2. To remain subsequently eligible, providers must submit performance and cost information and annually meet performance levels on specified performance measures as demonstrated using quarterly wage records. The minimum performance levels are established by the Governor, but LWIBs may require higher levels on the specified performance measures, or LWIBs may require additional measures and corresponding levels. [WIA Section 122(c)(5) and (d)(1)].
3. LWIBs accept applications from training providers for listing, determine if the applicant meets State and the LWIBs criteria for listing, and forward to the State information on those providers who meet State and LWIB criteria. [WIA Section 122(e)(1), (2), and (3)].
4. The State will accept the information forwarded by LWIBs on training providers, verify the information, compile a single state list (the ETPL), and disseminate the ETPL with performance and cost information to the One-Stop delivery system. [WIA Section 122(e)(4)(A)].
5. Holders of Individual Training Accounts (ITA) shall have the opportunity to select any of the eligible providers on the ETPL. [WIA Section 122(e)(4)(B)].

### **B. State Approach and Goals**

1. Minimize State policy and data requirements consistent with presenting sufficient, accurate, current, understandable, and comparable information to support the WIA goal of enhanced customer choice.
2. Encourage and support a marketplace for training seekers and providers that is based on objective information and individual choice.
3. Enhance selection opportunities for individuals by making it attractive for training providers to list their programs on the ETPL.
4. Provide incentive and information to aid training providers to continuously improve the quality of their programs.
5. Implement the ETPL system as the first stage of California's Consumer Reports System (CRS); which, when implemented, will seek to list all training providers in California with comparable performance information on each.

6. Provide a fair and efficient appeals process for training providers who have been denied listing on the ETPL.

### III. **GENERAL PROVISIONS.**

- A. Initial and Subsequent Procedures. The WIA requires two separate procedures, one for programs of training services to be initially listed on the ETPL and another for programs to remain on the ETPL after providing services for a period of time. [WIA Section 122(a)(2) and 122(c)(1)].
- B. Types of Training to Which These Procedures Apply. [WIA Section 134(d)(4)(D); 20CFR 663.300]

In order for a provider to receive funds through ITAs, their programs must be listed on the ETPL, and these programs must provide training services, such as:

1. Occupational skills training, including training for non-traditional employment;
2. Programs that combine workplace training with related instruction, which may include cooperative education programs;
3. Training programs operated by the private sector;
4. Skill upgrading and retraining;
5. Entrepreneurial training;
6. Job readiness skills; and
7. Adult education and literacy activities provided in combination with any other training service outlined above.

#### C. Data Sources.

1. There are five types of data included in the operation of the ETPL:
  - a. Administrative information
  - b. Provider and program information
  - c. Performance data
  - d. Seed data
  - e. Optional data
2. Administrative Information—These elements are used by either the LWIB or by EDD to identify a provider and process a training provider's application. Many of the data elements will not be displayed to participants or other ETPL users. Some of these data are supplied by training providers while others come from LWIBs or the EDD. Data from providers include whether the program is approved by the Bureau for Private Postsecondary & Vocational Education (BPPVVE) and whether the provider complies with the Americans with Disabilities Act. Data from LWIBs include the LWIB identifier

and the date the provider's application was received by the LWIB. Data furnished by the State include unique provider and program identification numbers.

3. **Provider and Program Information**—These elements describe the training provider and its programs and are used primarily to inform participants about their training options. These data are to be supplied by training providers, and include such information as provider name and address, program description and curriculum, and occupations for which the training is relevant.
4. **Performance Data**—These data describe the performance of a program and may be used to determine if a program is eligible for listing on the ETPL. Some of these data are supplied by providers, including their accreditation status and optional initial Performance Data. The State actually calculates and supplies the performance measures, such as entered employment rates, based on Seed Data and quarterly wage records.
5. **Seed Data**—These are data on individuals that are used to help calculate performance measures for programs' subsequent eligibility for continued listing on the ETPL. These elements are supplied by LWIBs for WIA participants who were issued ITAs and by providers (through LWIBs) for the non-WIA students in programs with those WIA participants. These elements include social security number; demographic information (age, ethnicity, etc.); and whether the individual received a license, certificate, degree, etc. The State will use Seed Data to access the quarterly wage records and will then calculate all of the performance measures required for subsequent eligibility.
6. **Optional Data**—In addition, to the required performance and Seed Data, providers and LWIBs will be allowed to supply two kinds of optional information: (1) performance outcomes to accompany a program's initial listing on the ETPL and (2) supplemental information on outcomes for individuals who are not found in the quarterly wage records. When submitting an application for initial listing, a provider may include certain performance outcome data elements, such as an entered employment rate (see *Attachment A*, ETPL Data Element Matrix, for complete listing of optional performance outcome data elements), if they have historical data to support the claim. The data must be available for audit purposes. These performance outcome data will be displayed on the ETPL with a disclaimer indicating that the information was supplied by the provider, not the LWIB or the State.

LWIBs or providers may also supply supplemental Performance Data on participants and students that are collected by means other than through the quarterly wage records. For example, if a particular program leads to a form of employment that is not reflected in the quarterly wage records, a LWIB or a provider may choose to collect survey data on the program's students' employment outcomes and include this information with their Seed Data

submissions. The State will use this information in those cases where no information can be found in the quarterly wage records. All supplementary data must be available for audit by the State and/or the LWIB.

#### D. Data Verification Policies and Procedures.

Generally, only Performance Data and Administrative Data useful in establishing the eligibility of a provider will be verified. Both the LWIBs and the EDD will have responsibilities for ensuring that the data maintained for the ETPL system are accurate, complete, and valid.

##### 1. State Responsibilities for Data Verification [WIA Section 122(e)(2)].

- a. The EDD is responsible for verifying some of the data elements supplied by providers.
- b. The EDD will use three methods to ensure data validity:
  - (1) Some data elements collected from providers will be verified by subsequent inquiry with an objective data source. For example, whether or not a program is operated under the National Apprenticeship Act can be verified with the State Division of Apprenticeship Standards. Similarly, school accreditation status can be verified with the accrediting institution.
  - (2) Some data will be verified by monitoring or auditing the records of providers or LWIBs. For example, this method will be used to ensure that providers furnish complete information on non-WIA participants enrolled in programs with WIA participants.
  - (3) Some data elements will be collected or calculated by the State based on data already in the system. These data include performance measures for subsequent eligibility that will be calculated by the Performance-Based Accountability (PBA) system or by EDD based on data supplied by providers and the LWIBs.

##### 2. Local Responsibilities for Data Verification

- a. Employing whatever methods they deem appropriate, LWIBs must ensure that the data supplied by providers for either initial or subsequent eligibility are complete. In addition, LWIBs are responsible for verifying some of the data elements supplied by providers (see *ETPL Forms Handbook*, Line-Item Instructions in *Attachment 2*).
- b. In order for providers to have their programs listed with only the BPPVE registration, LWIBs may make a site visit to verify the data that the provider supplied to BPPVE for registration purposes. See

Section IV.B.4. for a discussion of the BPPVE WIA registration process.

- c. The LWIBs must have agreements with training providers the LWIBs nominate for listing on the ETPL that include provisions requiring providers to maintain records that are sufficient to support all provider data submissions for ETPL purposes and to make these records available for monitoring or audit by either the LWIB or the State.

#### E. Dissemination of the ETPL

1. For changes to the ETPL not requiring verification, EDD will update the ETPL daily. For data elements requiring verification, EDD will make changes as soon as possible within the 30-day period allowed by WIA. Each working day, EDD will make the updated list available to all LWIBs in the State. [WIA Section 122(e)(4)(A)].
2. The LWIBs are responsible for ensuring that all One-Stop centers in their areas have access to the most recent version of the ETPL and make it available to their customers. [WIA Section 122(e)(4)(A)].
3. Within the requirements of the WIA, WIA regulations, and State procedures, LWIBs may employ any means they deem appropriate for disseminating the ETPL to their One-Stop centers.
4. LWIBs must ensure that One-Stop Centers in their areas display to their customers all of the “public” data elements on the ETPL system. However, a LWIB may display any additional information to their customers that the LWIB considers appropriate. [WIA Section 122(e)(4)(B)].

### IV. INITIAL ELIGIBILITY POLICY AND PROCEDURES

- A. State WIA Administrative Agency—The EDD is the State WIA administrative agency for the first year of ETPL implementation (through June 30, 2001). [WIA Section 122(i)].
- B. Providers Eligible to Apply and Criteria for Initial Listing on ETPL
  1. Providers who are eligible to receive funds under the Higher Education Act of 1965 and whose programs lead to an associate or baccalaureate degree or a certificate must apply to a LWIB by completing an application (see *ETPL Forms Handbook*) and supply all of the required information, including any required by the LWIB. [WIA Section 122(a)(2) and (b)(1)].
  2. Providers that carry out programs in California under the National Apprenticeship Act of August 16, 1937, and are approved by either the California Apprenticeship Council or the Bureau of Apprenticeship and Training must apply to a LWIB by completing an application (see *ETPL*

*Forms Handbook*) and supply all of the required information, including any required by the LWIB. [WIA Section 122(a)(2) and (b)(1)].

3. All providers who do not meet the criteria in B.1. or B.2. above must apply to a LWIB by completing an application (see *ETPL Forms Handbook*) and supply all of the required information, including any required by the LWIB [WIA Section 122(b)(2)(D)]. In addition, such providers must meet one of the following criteria in order to have their programs listed on the ETPL:
  - a. Accreditation by an institution recognized by the federal Department of Education;
  - b. Approval by the California Department of Education;
  - c. Approval by the Chancellor's Office of the California Community Colleges;
  - d. Approval of the program by BPPVE;
  - e. Special Registration of the program by BPPVE;
  - f. Demonstration of program effectiveness;
  - g. Demonstration of sufficient evidence of employer support for the program and willingness to hire its graduates;
  - h. Designation as an authorized training provider for industry-specific training.
4. Approval or Registration by BPPVE
  - a. A provider wishing to meet the criteria for initial listing by being either approved or specially registered by BPPVE must apply to BPPVE and satisfy BPPVE's approval or registration requirements before applying to a LWIB.
  - b. When a LWIB receives an application for initial listing on the ETPL that depends on BPPVE registration to be listed, the LWIB is encouraged to visit the site of the applicant's program and verify the registration information supplied to BPPVE before the LWIB nominates the program to EDD. To facilitate this process, LWIBs can obtain from BPPVE a complete set of the registration data that the provider supplied to BPPVE.
  - c. Applicants may apply to BPPVE for approval of a program and receive "temporary approval" that requires action by the LWIB before BPPVE will issue the approval. When a LWIB receives an application for initial listing on the ETPL that depends on BPPVE approval for listing but has only "temporary" approval, the LWIB may coordinate with BPPVE to expedite BPPVE's approval of the program before the LWIB nominates the program for listing on the ETPL. If the LWIB chooses not to coordinate with BPPVE, the LWIB must inform the applicant that the program must be approved by BPPVE before the applicant re-submits an application for listing on the ETPL.

## 5. LWIB Criteria

- a. The LWIBs must develop, publish, and make available to applying providers, procedures and criteria explaining how providers can demonstrate a program's effectiveness, employer support, or that the program is authorized to provide industry-specific training.
- b. If an applicant's program depends on its proven effectiveness, employer support, or being authorized to provide industry-specific training to be listed on the ETPL, the LWIB must apply its published procedures and criteria in determining the program's eligibility. In addition, the LWIB must document the eligibility determination and maintain records of the determination.

### C. Procedures for Initial Application for Listing on the ETPL

1. Each LWIB will determine its procedures for accepting applications from providers [WIA Section 122(b)(1)]. At a minimum, these procedures must incorporate all of the data elements shown in the *ETPL Forms Handbook*, to which LWIBs may append their requirements for any additional information they deem necessary [WIA Section 122(e)(1)]. If a LWIB wishes to display on the statewide ETPL any data elements that it collects for its own purposes, the LWIB must obtain the approval of the California State Workforce Investment Board.
2. Providers must apply to a LWIB in the area where they intend to provide services. Each "program of training services" requires a separate application. [WIA Section 122(e)(1)].
3. A program of training services is defined as [20 CFR 663.508]:
  - (a.) One or more courses or classes that, upon successful completion, leads to:
    - (1) A certificate, an associate degree, or baccalaureate degree, or
    - (2) A competency or skill recognized by employers, or
  - (b) A training regimen that provides individuals with additional skills or competencies generally recognized by employers.
  - (c) In addition to the above definition, each program of training services is unique based on its:
    - (1) Goals,
    - (2) Geographical location,
    - (3) Curriculum, and
    - (4) Mode of delivery (e.g. classroom, Internet, and correspondence.)

If any of these four factors differ from one program of training services to the next, the program is unique.



4. For each unique program of training services, a provider must apply to a LWIB in order to have that program listed on the ETPL.
5. Providers headquartered outside of California who do not have training facilities in California but who wish to offer programs to holders of ITAs in California may apply to any LWIB in California to have their programs listed on California's ETPL. Applications must include all information required by these procedures. Such programs are eligible for listing on California's ETPL if the applying provider is eligible to receive funds under the Higher Education Act of 1965 and the program leads to an associate or baccalaureate degree or a certificate, or the program operates under the National Apprenticeship Act. A program that is not eligible to receive funds under the Higher Education Act of 1965 or is not operated under the National Apprenticeship Act is eligible to be listed on California's ETPL if it is listed as eligible on the ETPL in another state.
6. Each LWIB must submit nominations for listing on the ETPL to EDD. [WIA Section 122(e)(2)].
7. As part of its application process, each LWIB must require applicants to explain how they will collect and report the data necessary for subsequent eligibility determination.
8. The EDD will accept nominations for the ETPL from LWIBs on any working day of the year. These nominations must be in the format to be specified by EDD and be accompanied by all the appropriate required data (see the *ETPL Forms Handbook*). In addition, EDD will also accept daily any changes to data displayed for providers and programs already listed on the ETPL.
9. The EDD will aggregate the nominations from all LWIBs to produce the ETPL. [WIA Section 122(e)(4)].
10. Each LWIB is responsible for obtaining updated information from the providers of programs listed through that LWIB. LWIBs are responsible for informing EDD of any changes to the administrative, provider, or program data elements in order to keep the ETPL information current.
11. The EDD will update the ETPL daily to incorporate initial listings, de-listings, and changes in administrative, provider, or program data elements for programs already on the ETPL. All additions and changes to the ETPL will be posted as soon as possible. In any case, additions, deletions, and changes will be posted within the required 30-day limit. [20 CFR 663.555(b) and WIA Section 122(e)(2)].

#### D. Application Data Elements/Formats

1. The ETPL system will be based on a standard set of data elements accumulated on all eligible providers. These elements are incorporated into an ETPL Application Format (see *Attachment 2, ETPL Forms Handbook*) that



may be used by LWIBs to collect information from training providers who wish to be listed on the ETPL. If LWIBs choose to use a different format, they must incorporate all of the data elements on the Standard ETPL Application Format. LWIBs can require data elements that are additional to those on the Standard ETPL Application format, as they deem necessary. The actual application form used and method of transmittal from the provider to the LWIB will be a local decision.

2. All LWIB data submissions to the State for ETPL purposes will be in a standard submission format to be specified by EDD and will include file structure and data coding (see Attachment 3 for file format requirements).

E. Refer to *Attachment 1A* for information on the denial, de-listing, and appeal process.

## **V. SUBSEQUENT ELIGIBILITY POLICY AND PROCEDURES**

### **A. Programs Subject to Subsequent Eligibility Determination**

1. All programs that are initially listed on the ETPL must be determined, within 18 months of initial listing and annually thereafter, to be eligible to remain on the ETPL. This determination is called "subsequent eligibility." [WIA Section 122(c)(1) and 20 CFR 663.530].
2. When the data for subsequent eligibility determination must be submitted to EDD depends on when a program was initially listed on the ETPL (see *Attachment B*, ETPL System Timeframes and [20 CFR 663.530]).

#### **An Example of Timeframes for Subsequent Eligibility Determination**

Data will be required no later than December 31, 2001, for programs first listed in either the third or fourth calendar quarters of 2000 or the first or second quarters of 2001. The data would cover activities from initial listing through June 30, 2001, and include Seed Data on all students who exited a program during that period, whether they completed the program or quit for any reason. The State will calculate program performance results by obtaining information from the quarterly wage records for the fourth quarter of Year 2000 and the first three calendar quarters of Year 2001. After completion of the subsequent eligibility determination process, EDD will post the performance results on the ETPL by April 1, 2002.

### **B. Criteria for Subsequent Eligibility [WIA Section 122(d)(1)]**

1. In order to be subsequently eligible, programs must meet specific performance targets or levels on performance measures required under WIA:
  - a. Completion rates for **all** individuals in the listed program;

- b. Percentage of **all** individuals participating in the listed program who obtain unsubsidized employment;
  - c. Wages at placement in employment of **all** individuals participating in the listed program;
  - d. Percentage of **WIA participants** who completed the listed program and were placed in unsubsidized employment;
  - e. Retention rates in unsubsidized employment of **WIA participants** who completed the listed program six-months after the first day of their employment;
  - f. Wages received by **WIA participants** who completed the listed program six-months after the first day of employment; and
  - g. Where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills, of the **WIA participants** who graduated from the listed program.
- 2. In addition, providers must supply information on the costs for **WIA participants** to participate in the program.
  - 3. A LWIB may establish any additional measures that it deems appropriate. [WIA Section 122(d)(2)(B)].
  - 4. Before subsequent eligibility determination commences, the minimum performance targets, or levels, will be established by the Governor for each of the performance measures required by WIA. At their discretion, LWIBs can set higher levels than the Governor. In addition, a LWIB can set levels for any additional measures that it determines to be appropriate. [WIA Section 122(c)(6)].
  - 5. In setting levels, LWIBs must take into consideration the following [WIA Section 122(c)(4)]:
    - a. The specific economic, geographic, and demographic factors in the local areas in which providers seeking eligibility are located; and
    - b. The characteristics of the populations served by providers seeking eligibility, including the demonstrated difficulties in serving such populations, where applicable.

### C. Sources of Data for Subsequent Eligibility

See Section II.C.4. and Section II.C.5. of these procedures for a discussion of seed and Performance Data types. Data to support determination of subsequent eligibility comes from three sources:

1. Providers and LWIBs supply program cost data and Seed Data, including optional supplemental data;
2. The Performance-Based Accountability (PBA) system produces results on the performance measures relating to wages and employment; and
3. EDD produces results on two performance measures, completion rate and rate of licensure; certification and attainment of degrees and skills.

### D. Subsequent Eligibility Determination

#### 1. Application to the LWIB

- a. Providers whose programs are subject to subsequent eligibility determination must reapply in order to be considered. For each unique program, a provider must apply to a single LWIB.
- b. For any program offered at a physical site, the provider must apply to the LWIB where the site is located. Subsequently, each program will have a single sponsoring LWIB that will be responsible for subsequent eligibility determination, data flows, appeals, etc.
- c. LWIBs will establish the procedures and timeframes for provider submissions of applications for subsequent eligibility. Applications must include all appropriate Seed Data. Providers who fail to submit the appropriate Seed Data required for subsequent eligibility determination are subject to the removal of all of their programs from the ETPL. Out-of-state providers will not submit Seed Data to LWIBs. Instead, they will provide the LWIB with the actual measurements for all of the performance measures listed in Section IV.B.1. above and verified by the State on whose ETPL they are listed.

#### 2. Data Collection, Flows, and Calculation of Performance Measures

- a. LWIBs will annually provide EDD with Seed Data, for both WIA participants and non-WIA students in their programs, according to the timeframes specified in *Attachment 1B*. This data will be submitted in the format to be specified by EDD.
- b. Seed Data for individuals who were actively engaged in training on July 1, 2000, and were funded under the Job Training Partnership Act will not be included in performance measurement calculations for subsequent eligibility determination.

- c. If either a LWIB or a provider chooses to supply supplemental Seed Data, the data must be obtained according to the criteria and procedures to be established by the State.
- d. Seed Data on WIA participants will be available through a WIA participant database maintained by EDD separately from the ETPL system.
- e. Each LWIB will be responsible for collecting Seed Data and program costs [WIA Section 122(d)(1)(B)] from those providers who apply to the LWIB for the subsequent eligibility of their programs. Each LWIB will then consolidate the Seed Data and ensure that it is in the required format (to be specified by EDD) before forwarding the data, along with program costs, to EDD. Note that late data submissions could result in State action to de-list the programs involved.
- f. If a LWIB determines, in its subsequent eligibility process, that a program does not meet the subsequent eligibility requirements levied by the LWIB, the LWIB is not required to collect or report Seed Data to EDD for that program. Instead, the LWIB must notify EDD of the LWIB's action to de-list the program and the reasons for the action. [WIA Section 122 (e)(2)].
- g. The EDD will obtain Seed Data on WIA participants, consolidate that data with the data submitted by the LWIBs on non-WIA students, and send the consolidated data to the PBA system. [WIA Section 122(c)(5)(B)].
- h. The performance measures for subsequent eligibility determination will be calculated according to the operational definitions to be established by the State.
- i. The PBA system will use the Seed Data to access the Unemployment Insurance quarterly wage records. With this information, the PBA system will calculate all of the performance measures (see Section V.B.) relating to wages and employment for each program on the ETPL.
- j. The EDD will use Seed Data to calculate the performance measures, completion rate; and rate of licensure, certification and attainment of degrees and skills.

### 3. Application of Performance Measurement

- a. If a LWIB has established performance requirements in addition to those required by the State, providers listed by that LWIB must comply with any associated reporting requirements and performance levels in order to remain subsequently eligible. [WIA Section 122(d)(2)(B)].
- b. Annually, EDD will obtain the results on the performance measures required by WIA for all programs subject to subsequent eligibility

determination and report the results to the LWIBs that listed the providers (see *Attachment 1B*, ETPL System Timeframes).

- c. Each LWIB will determine, for each program it lists, whether the performance results provided by EDD meet the minimum performance levels established by the State and the LWIB [WIA Section 122(e)(1)]. Each LWIB will then submit to EDD, within \_\_ days (to be determined) of receiving the performance results from EDD, a listing of all programs determined by the LWIB to be subsequently eligible (see *Attachment 1B*, *ETPL System Timeframes*).
- d. The EDD will retain those programs, determined by the LWIBs to be subsequently eligible, on the ETPL and post each program's actual performance results on the ETPL [WIA Section 122(e)(4)(A)]. Note that, in cases where performance results are based on too few individual outcomes, actual performance results may be suppressed on the ETPL for reasons of confidentiality.
- e. Refer to *Attachment 1A* for information on the denial, de-listing, and appeal process.

## **Denial, De-listing, and Appeals**

### **A. Denial of Application for Initial Listing**

#### **1. Reasons for Denial**

- a. The LWIBs or EDD may deny eligibility if the application from a provider is not complete or not submitted within required timeframes.
  - b. The LWIBs or EDD must deny eligibility if an applicant fails to meet the minimum criteria for initial listing specified in this procedure (see Section IV. B. 3.). [WIA Section 122(e)(2)]
  - c. The EDD must deny eligibility if it is determined that the applicant intentionally supplied inaccurate information. [WIA Section 122(f)(1)]
  - d. The LWIBs or EDD may deny eligibility to a provider who has been found to have substantially violated any WIA requirements. [WIA Section 122(f)(2)]
2. If a LWIB denies a provider's application for listing on the ETPL, the LWIB must, within 30 days of receipt of the application, inform the provider in writing and include the reason(s) for the denial and complete information on the appeal process.
3. If EDD denies a provider's program listing on the ETPL, EDD must within 30 days of receipt of the nomination from a LWIB, inform the provider in writing and include the reason(s) for the denial and complete information on the appeal process. In addition, EDD must inform the LWIB that nominated the program of the denial and the reason(s) for the denial.

### **B. De-listing of a Program on the ETPL**

#### **1. Reasons for De-listing**

- a. The LWIBs or the EDD may de-list a program if the provider fails to provide all the data required for subsequent eligibility determination within the required timeframes. [WIA Section 122(d)(1)]
- b. The LWIBs or EDD must de-list a program at any point at which it is determined that the program does not meet the minimum criteria for initial listing specified in this procedure (see Section IV.B.3.). For example, a program can be de-listed if its eligibility depended on accreditation, and the accreditation was lost. [WIA Section 122(c)(6)]
- c. The LWIB or EDD must de-list a program if, as a result of the subsequent eligibility determination process, the program is found not to have met the minimum levels of performance set by the State or by the LWIB. [WIA Section 122(e)(6)].

- d. The EDD must de-list a program if it is determined that the applicant intentionally supplied inaccurate information. [WIA Section 122(f)(1)]
  - e. The LWIBs or EDD may de-list a program if the provider is found to have substantially violated any WIA requirements. [WIA Section 122(f)(2)]
2. If a LWIB de-lists a program from the ETPL, the LWIB must, within ten days of its decision, inform the provider in writing and include the reason(s) for the denial and complete information on the appeals process.
  3. If EDD de-lists a program from the ETPL, EDD must, within ten-days of its decision, inform the provider in writing and include the reason(s) for the denial and complete information on the appeal process. In addition, EDD must inform the LWIB where the provider applied of the denial and the reason(s) for the denial.

### C. Penalties

1. If EDD, in consultation with the appropriate LWIB, determines that a provider intentionally supplied inaccurate information for ETPL purposes, EDD shall terminate the eligibility of the provider to receive any funds under WIA Section 133(b) for a least two years. [WIA Section 122(f)(1)]
2. If EDD or a LWIB working with EDD, determines that an eligible provider substantially violates any WIA requirement, EDD or the LWIB working with EDD may terminate the eligibility of the provider to receive any funds for a period of time under WIA Section 133(b) or take other such action as EDD or the LWIB deems appropriate. [WIA Section 122(f)(2)]

### D. Appeals to LWIBs [WIA Section 122(g)]

1. This procedure applies only to appeals by training providers to LWIBs based on the denial of a provider's application for initial listing on the ETPL or the de-listing of a program already listed on the ETPL.
2. Each LWIB must have a written appeal process that includes the following required provisions:
  - a. A provider wishing to appeal a decision by a LWIB must submit an appeal to the LWIB within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate provider official.
  - b. The first step in any LWIB appeal process must be an informal meeting between the LWIB staff and the appealing provider. The purpose of this meeting is to forestall the appeal process if there is an easy solution to the dispute.



- c. The LWIB procedures must include the opportunity for appealing providers to have a hearing. The hearing officer shall be an impartial person. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.
- d. A LWIB must notify providers of its final decision on an appeal within 60 days of receipt of the appeal. This period includes a hearing if requested by the provider.

#### E. Appeals to EDD. [WIA Section 122(g)]

- 1. This procedure applies only to an appeal by a training provider based on an EDD denial of the provider's application for initial listing on the ETPL or the de-listing of a program already listed on the ETPL. In addition, a provider may appeal to EDD if it has exhausted the appeal process of a LWIB and is dissatisfied with the LWIB's final decision.
- 2. A provider wishing to appeal to EDD must submit an appeal request to EDD within 30 days from either the issuance of a denial notice or the provider's notification of a LWIB's final decision on an appeal. The request for appeal must be in writing and include a statement of the desire to appeal, specification of the program in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate provider official.
- 3. The EDD will promptly notify the appropriate LWIB when EDD receives a request for appeal. The EDD will also notify the appropriate LWIB when EDD makes the final decision on an appeal.
- 4. The EDD will administratively review an appeal, make a preliminary decision, and notify the provider. The EDD can either uphold or reverse the appealed decision, or EDD can refer the appeal to the California Unemployment Insurance Appeals Board (CUIAB). The EDD will also refer an appeal to the CUIAB if the provider requests a hearing in writing within 15 days of the issuance of EDD's preliminary decision. The CUIAB will schedule a hearing with an administrative law judge whose decision will be issued within 60 days of the appeal being referred to the CUIAB or within 30 days of the closing of the record.
- 5. The administrative law judge shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s) and to be represented. The decision of the CUIAB administrative law judge is the final administrative decision.



### ETPL System Timeframes

Event	Date	Comments
LWIBs begin accepting applications for initial listing on the ETPL.	Determined by LWIB	
LWIBs make first submissions to State of nominations for initial listing of programs on ETPL.	Not later than June 1, 2000	State will accept nominations for initial listing on any working day after June 1, 2000. The State has up to 30 days to validate certain data before posting on the ETPL.
State distributes first ETPL to LWIBs.	July 1, 2000	ETPL is updated daily with initial listings, de-listings, and changes to information.
Providers on the ETPL begin collecting Seed Data.	July 1, 2000	Providers will submit this data for subsequent eligibility determination.
First provider submission of Seed Data to LWIBs.	Determined by LWIB	This would apply to all programs that were first listed in either the 3rd or 4th quarters of 2000 or the 1st or 2nd quarters of 2001. Programs first listed in the 3rd or 4th quarters of 2001 would not submit Seed Data until 2002.
First annual LWIB submission of Seed Data to State.	December 31, 2001	The date for this submission will be the same each year. In the first year, this data will cover activities and program exiters for the period of the 3rd and 4th quarters of 2000 or the 1st and 2nd quarters of 2001 (or any portion thereof). In subsequent years, the data will cover activities and program exiters for the 3rd and 4th quarters of the previous year and the 1st and 2nd quarters of the year of submission.
State calculates performance measures for subsequent eligibility determination.	January 1, 2002 through February 15, 2002	The Performance-Based Accountability (PBA) system will use the Seed Data to obtain quarterly wage information for the 4th quarter of 2000 and the 1st, 2nd and 3rd quarters of 2001 (or the appropriate portion thereof). The PBA system will then calculate all of the employment and wage outcomes. The EDD will calculate completion and licensing/certification rates based on Seed Data.

State supplies LWIBs with performance measurements for subsequent eligibility determination.	February 16, 2002	LWIBs determine if programs have met both the State and LWIB minimum performance levels for subsequent eligibility.
LWIBs submit lists of programs determined to be subsequently eligible.	March 1, 2002	The State has up to 30 days to validate certain data before posting on the ETPL.
State posts first listing of subsequently eligible programs on the ETPL.	April 1, 2002	



State of California

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# Workforce Investment Act

## Eligible Training Provider List

## Forms Handbook

Prepared By  
Workforce Investment Division  
May 2000

**Workforce Investment Act  
Eligible Training Provider List  
Forms Handbook**

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## **Training Provider Application (ETPL EPVA)**

The Training Provider Application form may be used by the Local Workforce Investment Board (LWIB) to collect data on a provider that is required to determine their eligibility for listing on the Eligible Training Provider List (ETPL). In order to receive Workforce Investment Act (WIA) funds for training services provided to Adults and Dislocated Workers in the local area, a provider must be listed on the ETPL.

The provider code is used to uniquely identify providers on the ETPL.

The line item numbers relate to corresponding screens and data element fields in the Job Training Automation (JTA) system.

The provider interested in applying for eligibility on the ETPL completes the Provider Application form. Providers must apply to a LWIB in an area where they intend to provide training services. Only one completed Provider Application form is required.

Providers headquartered outside of California who do not have training facilities in California but who wish to offer programs to holders of Individual Training Accounts (ITA) in California may apply to any LWIB in California to have their programs listed on the ETPL. Such programs are eligible for listing on California's ETPL if the applying provider is eligible to receive funds under the Higher Education Act of 1965 and the program leads to an associate or baccalaureate degree or a certificate, or the program operates under the National Apprenticeship Act. If the program does not meet either of these criteria, it is eligible to be listed on California's ETPL if it is listed on the ETPL in another state.

# WORKFORCE INVESTMENT ACT TRAINING PROVIDER APPLICATION

01 Provider Code (FEIN)

For Internal Office Use Only

02 Subgrantee Code

03 Agency Code

04 Local Provider Code

05 Provider Name

06 Legal Name (if different)

07 Mail Address

City, State

08 ZIP

09 Main Phone  
( )

10 Main E-Mail

11 Web site Address

12 Administrative Contact Name

13 Administrative Contact Title

14 Administrative Contact E-mail

15 Administrative Contact Phone  
( )

16 Administrative Contact Fax  
( )

17 Admissions Phone (if different)  
( )

18 Financial Aid Phone (if different)  
( )

19 Accreditation  
1 Yes  
2 No

20 Accrediting Body

21 HEA Eligible (Pell Grant)  
1 Yes  
2 No

22 Financial Aid Available  
1 Yes  
2 No

23 Online Registration Available  
1 Yes  
2 No

24 Institution Type  
1 Public  
2 For-profit  
3 Non-profit Religious  
4 Non-profit Public benefit  
5 Mutual  
6 Other

25 Provider Type  
1 University  
2 College  
3 Faith Based Organization  
4 Community Based Organization (CBO)  
5 Vocational  
6 Postsecondary  
7 ROC/P  
8 Other

Additional Services

26 Job Placement Assistance 1 Yes 2 No  
27 Career Assessment 1 Yes 2 No  
28 Career Counseling 1 Yes 2 No  
29 Tutorial Services 1 Yes 2 No  
30 ESL Courses 1 Yes 2 No  
31 GED Assistance 1 Yes 2 No  
32 On-site Childcare 1 Yes 2 No  
33 Other 1 Yes 2 No

ETPL EPVA (04/01/00)  
(Internet)

## Training Provider Application (ETPL EPVA)

### Line Item Instructions

The following are line item instructions for completing the Training Provider Application form. These instructions are intended to assist applicants with completion of this form. They are not intended to provide information on using the Job Training Automation (JTA) system. For detailed instructions on the JTA system, please refer to the JTA User Guide.

<b>01 Provider Code FEIN</b>	Record the provider's nine-digit Federal Employer Identification Number (FEIN).  This data field is required to be completed by the provider and will not be validated or displayed to the public.
<b>02 Subgrantee Code</b>	Record the three-digit code that is used to identify the LWIB.  This data field is required to be completed by the LWIB and will not be validated.
<b>03 Agency Code</b>	Record the locally defined agency code.  This is an optional data field that is completed by the LWIB and will not be validated.
<b>04 Local Provider Code</b>	Record the code used by the LWIB to allow cross-referencing between the local system and the system.  This is an optional data field that is completed by the LWIB and will not be validated.
<b>05 Provider Name</b>	Record the name under which the institution operates. This name will be displayed on the statewide ETPL.  This data field is required to be completed by the provider and will not be validated.
<b>06 Legal Name</b>	Record the name in which the institution is legally registered.  This data field is required to be completed by the provider and will be validated by the State.
<b>07 Mail Address</b>	Record the provider's mailing address.  This data field is required to be completed by the provider and will not be validated.
<b>City, State</b>	Record the city and state of the provider's mailing address.  This data field is required to be completed by the provider and will not be validated.

<b>08 ZIP Code</b>	<p>Record the five or nine-digit ZIP code for the provider's mailing address.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>09 Main Phone</b>	<p>Record the principal business telephone number, including the area code.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>10 Main E-Mail</b>	<p>Record the principal electronic mail address.</p> <p>This is an optional data field that is completed by the provider and will not be validated.</p>
<b>11 Web site Address</b>	<p>Record the principal business uniform resource locator (URL) or web site address.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>12 Administrative Contact Name</b>	<p>Record the individual who is the provider's primary contact person for the application.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>13 Administrative Contact Title</b>	<p>Record the title of the primary contact person.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>14 Administrative Contact E-mail</b>	<p>Record the electronic mail address for the primary contact person.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>15 Administrative Contact Phone</b>	<p>Record the telephone number, including the area code and extension, for the primary contact person.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>16 Administrative Contact Fax</b>	<p>Record the fax number, including the area code, for the primary contact person.</p> <p>This optional data field is completed by the provider and will not be validated.</p>



<b>17 Admissions Phone</b>	<p>Record the admissions telephone number, including the area code and extension, if different from the main phone number.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>18 Financial Aid Phone</b>	<p>Record the financial aid telephone number, including the area code and extension, if different from the main telephone number.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>19 Accreditation</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider has been granted accreditation. Accreditation is a means of insuring a basic level of quality over postsecondary educational institutions by a mostly non-governmental, peer evaluation of educational institutions and programs.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>
<b>20 Accrediting Body</b>	<p>If provider is accredited, record the name of the organization granting accreditation.</p> <p>If the provider is accredited, this data field is required to be completed by the provider and will be validated by the State.</p>
<b>21 HEA Eligible (Pell Grant)</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider is eligible to receive assistance under Title IV of the Higher Education Act.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>
<b>22 Financial Aid Available</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers financial aid programs such as government grants, student loans, and work-study programs.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>

<b>23 Online Registration Available</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers online registration.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>24 Institution Type</b>	<p>Check the appropriate box.</p> <p><b>1 Public</b>—The provider is funded partly or fully by taxes, and is able to accept a large number of applicants.</p> <p><b>2 For-profit</b></p> <p><b>3 Non-profit Religious</b></p> <p><b>4 Non-profit Public benefit</b></p> <p><b>5 Mutual</b></p> <p><b>6 Other</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>25 Provider Type</b>	<p>Check the appropriate box.</p> <p><b>1 University</b></p> <p><b>2 College</b></p> <p><b>3 Faith Based Organization</b>—The provider is a non-profit religious organization.</p> <p><b>4 Community Based Organization (CBO)</b>—The provider is a non-profit organization that is representative of a community or a significant segment of a community and has demonstrated expertise and effectiveness in the field of workforce investment.</p> <p><b>5 Vocational</b>—The provider offers a sequence of courses and programs that pertain to an occupation or are job-oriented, providing specific skills for a trade.</p> <p><b>6 Postsecondary</b>—The provider is an institution of higher education that provides not less than a two-year program of instruction that is acceptable for credit toward a degree.</p> <p><b>7 ROC/P</b>—The provider is operating a regional occupation center/program.</p> <p><b>8 Other</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>

<b>26 Job Placement Assistance</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers services in assisting its graduates in obtaining employment.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>27 Career Assessment</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers career assessment services.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>28 Career Counseling</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers counseling services to help individuals make career decisions.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>29 Tutorial Services</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers tutoring services to encourage and assist individuals in learning a particular subject.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>30 ESL Courses</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers classes/courses in English as a second language for non-native and limited English speakers.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>31 GED Assistance</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers assistance to individuals in attaining a certificate of General Educational Development.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>


<b>32 On-site Childcare</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider offers childcare at the training site.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>33 Other</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b></p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>

## Training Program Application (ETPL EPGA)

The Training Program Application form may be used by LWIBs to collect data required to determine the eligibility of a program for listing on the ETPL. The form is completed by the provider who is interested in operating the program in the local area.

For each unique program of training services, a provider must submit a separate Training Program Application form in order to have that program listed on the ETPL. A program of training services is defined as:

- 1) One or more courses or classes that upon successful completion, lead to:
  - a) A certificate, an associate degree, baccalaureate degree, or
  - b) A competency or skill recognized by employers, or
- 2) A training regimen that provides individuals with additional skills or competencies generally recognized by employers, and
- 3) In addition to the above definitions, a program of training services is considered unique if any of the following four factors differ from one program to the next based on its:
  - a) Goals,
  - b) Geographical location,
  - c) Curriculum, or
  - d) Mode of delivery (e.g. classroom, Internet, correspondence).

			01 Provider Code (FEIN)		For Internal Office Use Only	
			02 CIP Code		Program Code	
<b>WORKFORCE INVESTMENT ACT TRAINING PROGRAM APPLICATION</b>					03 Subgrantee Code	
					04 Agency Code	
					05 Date Received by LWIB	
					06 Local Program Code	
Provider Name						
07 Program Name			08 Program Description			
09 Training Site Address			City, State		10 Zip	
11 County						
12 Listed on Other State's ETPL 1 Yes 2 No		13 ADA Compliant 1 Yes 2 No		14 Total Hours of Instruction		15 Credits
16 Non-Credit 1 Yes 2 No		17 Credit Time 1 Semester 2 Quarter				
Total Program Cost		21 Mode of Delivery 1 Stand-up 2 Internet 3 Correspondence 4 Broadcast 5 Computer Based Instruction		When Program is Offered 22 Days 1 Yes 2 No 23 Evenings 1 Yes 2 No 24 Weekends 1 Yes 2 No		25 Frequency of Offering 1 Weekly 2 Monthly 3 Quarter 4 Semester 5 Other
18 Tuition \$ _____ 19 Fees \$ _____ 20 Expenses \$ _____  TOTAL \$ _____		26 BPPVE Approval Status 1 Approved 2 Temporary Approval 3 Registered 9 Not Applicable		27 BPPVE Approval Expiration Date		
28 Other BPPVE Approved Programs 1 Yes 2 No		29 Registered Apprenticeship 1 Yes 2 No		30 Registered Date		Other List Criteria 31 CDE Approved 1 Yes 2 No 32 COCCC Approved 1 Yes 2 No 33 Proven Effectiveness 1 Yes 2 No 34 Employer Support 1 Yes 2 No 35 Industry Authorized 1 Yes 2 No
36 Continuing Education Units (CEU)			37 CEU Granting Institution			
38 Resources Required 1 Yes 2 No		39 Program Goal 1 Skill Attainment 2 Certificate 3 Registration 4 License		5 Associate Degree 6 Baccalaureate Degree 7 Other		40 Credentialing Body
				41 Projected Hourly Wage After Program Completion		
42 Prerequisites						
43 Skills Sets						

ETPL EPGA (Rev. 04/00)  
(Internet)

## WIA Training Program Application (continued)

44 Curriculum		45 Relevant Occupations (SOC/O*NET Code)	
Course Code	Course Title	Code	Title
		46 Relevant Occupation Recommendation	
		SOC/O*NET Category	Description
<b>Accessibility</b> 47 On-Site Parking 1 Yes 2 No 48 Public Transportation 1 Yes 2 No 49 Disabled Student Access 1 Yes 2 No 50 Sign Language 1 Yes 2 No 51 Other Languages 1 Yes 2 No 52 Other 1 Yes 2 No		53 Target Audience  54 Average Class Size  55 Equipment To Be Used	
<b>Initial Performance Information</b>			
56 Period Begin Date	57 Period End Date	58 Participant Universe	59 Average Hourly Wage at Placement
60 Program Completion Rate	61 Entered Employment Rate	62 Skill/Credential Attainment Rate	63 Retention Rate
Assurance text will be supplied at a later date.			
64 Printed Name of Provider Representative		65 Title	66 Date
Signature			

ETPL EPGA (Rev. 04/00)  
(Internet)

## Line Item Instructions

The following are line item instructions for completing the Training Program Application form. These instructions are intended to assist applicants with the completion of this form. They are not intended to provide information on using the Job Training Automation (JTA) system. For detailed instructions on the JTA system, please refer to the *JTA User Guide*.

<b>01 Provider Code (FEIN)</b>	Record the provider's nine-digit Federal Employer Identification Number (FEIN).  This data field is required to be completed by the provider and will not be validated or displayed to the public.
<b>02 CIP Code</b>	Record the six-digit Classification of Instructional Programs (CIP) Code. The CIP Code is the U.S. Department of Education's standard code for federal surveys and state reporting of institutional data, including program offerings, enrollments, and completions. You may order the <i>CIP Code Handbook</i> at the Website address <a href="http://nces.ed.gov/spider/webspider/91396.shtml">http://nces.ed.gov/spider/webspider/91396.shtml</a>  This data field is required to be completed by the provider and will not be validated.
<b>Program Code</b>	This data field is required and will be auto-generated by the system from the following data elements: CIP Code, Mode of Delivery, Program Goal, County Code, and Increment.
<b>03 Subgrantee Code</b>	Record the three-digit code that is used to identify the LWIB.  This data field is required to be completed by the LWIB and will not be validated.
<b>04 Agency Code</b>	Record the locally defined agency code.  This optional data field is completed by the LWIB and will not be validated.
<b>05 Date Received by LWIB</b>	Record the date the LWIB received the application form.  This data field is required to be completed by the LWIB and will not be validated.
<b>06 Local Program Code</b>	Record the local program code that is assigned by the LWIB.  This optional data field is completed by the LWIB and will not be validated.



<b><i>Provider Name</i></b>	<p>Record the name under which the institution operates. This name will be displayed on the ETPL.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b><i>07 Program Name</i></b>	<p>Record the name of the training program or course of instruction to be considered for eligibility.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b><i>08 Program Description</i></b>	<p>Record the description of the program or course.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b><i>09 Training Site Address</i></b>	<p>Record the training site's address.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b><i>City, State</i></b>	<p>Record the city and state of the training site address.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b><i>10 ZIP</i></b>	<p>Record the five or nine-digit ZIP code for the training site address.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b><i>11 County</i></b>	<p>Record the two-digit County code for the training site.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b><i>12 Listed on Other State's ETPL</i></b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is listed on another state's ETPL.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the LWIB.</p>
<b><i>13 ADA Compliant</i></b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider meets the American Disability Act (ADA) as defined by Federal and State requirements.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the LWIB.</p>

<b>14 Total Hours of Instruction</b>	<p>Record the total number of clock hours for program/course being offered.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>15 Credits</b>	<p>Record the total number of credit hours (if applicable) for program/course being offered.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>16 Non-Credit</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is not for credit.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>17 Credit Time</b>	<p>Check the appropriate box.</p> <p><b>1 Semester</b>—The length of the program is 18 weeks of instruction or six months in an academic year.</p> <p><b>2 Quarter</b>—The length of the program is 12 weeks of instruction in an academic year.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>18 Tuition</b>	<p>Record the required tuition such as all initial administrative, registration, and class fees.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>19 Fees</b>	<p>Record the required fees such as memberships, special room rentals, entrances, etc.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>20 Expenses</b>	<p>Record the essential expenses such as books, materials, and special transportation, parking passes, etc.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>Total</b>	<p>Record the total by adding the amount for tuition, fees, and expenses.</p> <p>This data field is required to be completed by the provider and will be validated by the LWIB.</p>

<b>21 Mode of Delivery</b>	<p>Check the appropriate box.</p> <p><b>1 Stand-up</b>—The program is conducted in a classroom style.</p> <p><b>2 Internet</b>—The program is conducted entirely online, via the world wide web.</p> <p><b>3 Correspondence</b>—The program teaches individuals by mailing them lessons that are returned to the school for grading upon completion.</p> <p><b>4 Broadcast</b>—The program is transmitted by radio or television.</p> <p><b>5 Computer-Based Instruction</b>—The program is an interactive computer-based training course.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>22 Days</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is offered between 6:00 a.m. and 4:59 p.m.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>23 Evenings</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is offered after 5:00 p.m.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>24 Weekends</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is offered Saturday's and/or Sunday's.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>

<b>25 Frequency of Offering</b>	<p>Check the appropriate box.</p> <p><b>1 Weekly</b></p> <p><b>2 Monthly</b></p> <p><b>3 Quarter</b></p> <p><b>4 Semester</b></p> <p><b>5 Other</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>26 BPPVE Approval Status</b>	<p>Check the appropriate box.</p> <p><b>1 Approved</b></p> <p><b>2 Temporary Approval</b></p> <p><b>3 Registered</b></p> <p><b>9 Not Applicable</b></p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>
<b>27 BPPVE Approval Expiration Date</b>	<p>Record the date that BPPVE approval, temporary approval or registration expires.</p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>
<b>28 Other BPPVE Approved Programs</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider has other programs approved by the Bureau for Private Postsecondary and Vocational Education.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>
<b>29 Registered Apprenticeship</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is approved under the National Apprenticeship Act.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>
<b>30 Registered Date</b>	<p>Record the registration date.</p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>

<b>31 CDE Approved</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is approved by the California Department of Education.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>
<b>32 COCCC Approved</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is approved by the Chancellor's Office of the California Community Colleges.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the State.</p>
<b>33 Proven Effectiveness</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program has demonstrated proven effectiveness per locally defined criteria.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the LWIB.</p>
<b>34 Employer Support</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program has demonstrated employer support per locally defined criteria.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the LWIB.</p>
<b>35 Industry Authorized</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program has been authorized to provide industry-specific training per locally defined criteria.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by the LWIB.</p>
<b>36 Continuing Education Units (CEU)</b>	<p>Record the number of continuing education units offered.</p> <p>This optional data field is completed by the provider and will not be validated.</p>

<b>37 CEU Granting Institution</b>	<p>Record the name of the institution granting continuing education units.</p> <p>If CEU is offered, this data field is required to be completed by the provider and will not be validated.</p>
<b>38 Resources Required</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program requires student-supplied items.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>39 Program Goal</b>	<p>Check the appropriate box.</p> <p><b>1 Skill Attainment</b>—The program provides individuals with academic, occupational, or employability skills.</p> <p><b>2 Certificate</b>—A certificate means any diploma, document, or other written degree that signifies, purports, or is generally taken to signify satisfactory completion of requirements of an academic, educational, technological, or professional program of study beyond the secondary school level.</p> <p><b>3 Registration</b>—A program that usually leads to requiring individuals to file with a government agency before practicing the occupation.</p> <p><b>4 License</b>—A program that prepares an individual to obtain an official document that authorizes them to engage in a specific activity.</p> <p><b>5 Associate Degree</b>—A degree granted by community colleges to students who complete a specified program of study, usually totaling 60 units.</p> <p><b>6 Baccalaureate Degree</b>—A level of education marked by the completion of the equivalent of four or more years of full-time education. There are two kinds of bachelor degrees, Bachelor of Arts and Bachelor of Science.</p> <p><b>7 Other</b></p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>40 Credentialing Body</b>	<p>Record the name of the organization granting the credential.</p> <p>If the program goal is marked as 2-6 in box 38 (above), this data field is required to be completed by the provider and will not be validated.</p>

<b>41 Projected Hourly Wage After Program Completion</b>	<p>Record the projected hourly wage after completing the program.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>42 Prerequisites</b>	<p>Record the requirements needed, such as grade level, skills, etc. for entry into the offered program/course.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>43 Skills Sets</b>	<p>Record the list of skill sets to be acquired upon completion of the program course.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>44 Curriculum</b>	<p>Record the list of individual courses and course codes needed in order to complete the program.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>45 Relevant Occupations</b>	<p>Record the list of occupations, including the Standard Occupational Classification (SOC)/Occupational Information Network (O*NET) code, for which the program is applicable. The SOC code can be located in the following web site <a href="http://stats.bls.gov/soc/soc_home.htm">http://stats.bls.gov/soc/soc_home.htm</a> and the O*NET code can be located in the following web site <a href="http://www.doleta.gov/programs/onet">http://www.doleta.gov/programs/onet</a>.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>46 Relevant Occupation Recommendation</b>	<p>If a SOC/O*NET code is not available, record the list of occupations, including the SOC/O*NET category such as industry, for which the program is applicable.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>47 On-Site Parking</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—Parking is available on the premises.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by LWIB.</p>

<b>48 Public Transportation</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—Public transportation is available.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by LWIB.</p>
<b>49 Disabled Student Access</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The provider provides support services to help students with physical, visual, hearing, or learning disabilities. Services may include registration assistance, handicapped parking, campus orientation, etc.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by LWIB.</p>
<b>50 Sign Language</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is offered to individuals using hand gestures for communication.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by LWIB.</p>
<b>51 Other Languages</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b>—The program is offered in a language besides English.</p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by LWIB.</p>



<b>52 Other</b>	<p>Check the appropriate box.</p> <p><b>1 Yes</b></p> <p><b>2 No</b></p> <p>This data field is required to be completed by the provider and will be validated by LWIB.</p>
<b>53 Target Audience</b>	<p>Record who the program is directed toward (e.g. middle managers, experienced computer programmers, etc.).</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>54 Average Class Size</b>	<p>Record the average number of students expected in the classes/courses comprising the program.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>55 Equipment To Be Used</b>	<p>Record the list of equipment to be used by program participants.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>56 Period Begin Date</b>	<p>Record the begin date for performance data reporting.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>57 Period End Date</b>	<p>Record the end date for performance data reporting.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>58 Participant Universe</b>	<p>Record the total number of all participants/students exiting program/course between the period begin and end date.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>59 Average Hourly Wage at Placement</b>	<p>Record the average wage at placement in employment of all individuals participating in the applicable program.</p> <p>This optional data field is completed by the provider and will not be validated.</p>

<b>60 Program Completion Rate</b>	<p>Record the number of successful completers divided by "Participant Universe" (see line 57 above).</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>61 Entered Employment Rate</b>	<p>Record the number of students who obtain unsubsidized employment divided by "Participant Universe" (see line 57 above).</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>62 Skill/Credential Attainment Rate</b>	<p>Record the rate at which completers attained expected skill sets and/or credentials.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>63 Retention Rate</b>	<p>Record the rate at which participants retained employment over a set post-program period.</p> <p>This optional data field is completed by the provider and will not be validated.</p>
<b>Assurance text will be supplied at a later date</b>	
<b>64 Printed Name of Provider Representative</b>	<p>Record the name of the provider representative that may be contacted regarding this form.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>65 Title</b>	<p>Record the provider representative's title.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>66 Date</b>	<p>Record the date the provider representative signed the program application form.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>
<b>Signature</b>	<p>Signature of provider representative.</p> <p>This data field is required to be completed by the provider and will not be validated.</p>

# Workforce Investment Act

## Eligible Training Provider List

### Data File Layouts

Prepared By  
Workforce Investment Division  
May 2000

# Workforce Investment Act Eligible Training Provider List Data File Layouts

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## **WIA Provider Application Data File Layout**

The WIA Provider Application data should be submitted as an ASCII file. The file name will be LPVA\_SDA\_YYYYMMDD\_99.xtr. "SDA" is the SDA number. "YYYYMMDD" is the year, month and day being submitted, for example, "19960301."

Records must be vertical bar delimited fields. All records in the file have the wia\_provr\_app layout.

The last four fields of the wia\_provr\_app record should be blank. The load program will format these fields. A field update indicator follows these blank fields. This field should be formatted with a "Y" if the record should be updated. If the field is not formatted with a "Y" and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

## WIA\_PROVR\_APP TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required.		9
wia_agcy_cd	Optional. Must be a valid agency.		4
local_provr_cd	Optional.		10
provr_nam	Required.		30
provr_legal_nam	Required.		30
provr_adrs	Required.		30
provr_city	Required.		30
provr_st	Must be a valid state.		2
provr_zip	Must be a valid zip.		5
provr_zip_4	Optional.		4
main_ph	Required.	Format 999-999-9999.	12
email_adrs	Optional.		35
web_adrs	Optional.		35
con_nam	Required.		25
con_title	Required.		12
con_email_adrs	Optional.		35
con_ph	Required.	Format is 999-999-9999.	12

WIA\_PROVR\_APP TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
con_extns	Optional.	Format is 9999.	4
con_fax	Optional.	Format is 999-999-9999.	12
adm_ph	Optional.	Format is 999-999-9999.	12
adm_extns	Optional.	Format is 9999.	4
fincl_aid_ph	Optional.	Format is 999-999-9999.	12
fincl_aid_extns	Optional.	Format is 9999.	4
accred	Required. Must be a 1 or 2.	1 Yes 2 No	1
accred_body	Required if Accreditation = 1.		25
hea_elig	Required. Must be a 1 or 2.	1 Yes 2 No	1
fincl_aid_avail	Required. Must be a 1 or 2.	1 Yes 2 No	1
online_regn_avail	Required. Must be a 1 or 2.	1 Yes 2 No	1
institutn_type	Required. Must exist in institution type table.	1 Public 2 For-Profit 3 Non-Profit Religious 4 Non-Profit Public Benefit 5 Mutual 6 Other	1
provr_type	Required. Must exist in provider type table.	1 University 2 College 3 Faith Based 4 Community Based Org. (CBO) 5 Vocational 6 Post Secondary 7 ROPC 8 Other	1

WIA\_PROVR\_APP TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
job_plcmt_assis	Required. Must be a 1 or 2.	1 Yes 2 No	1
career_assesmt	Required. Must be a 1 or 2.	1 Yes 2 No	1
career_cnsl	Required. Must be a 1 or 2.	1 Yes 2 No	1
tutorial_serv	Required. Must be a 1 or 2.	1 Yes 2 No	1
esl_cours	Required. Must be a 1 or 2.	1 Yes 2 No	1
ged_assis	Required. Must be a 1 or 2.	1 Yes 2 No	1
onsite_child_care	Required. Must be a 1 or 2.	1 Yes 2 No	1
oth_addtl_serv	Required. Must be a 1 or 2.	1 Yes 2 No	1
trnsfr_dt	Leave blank.		10
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10



## **WIA Program Application Data File Layout**

The WIA Program Application data should be submitted as an ASCII file. The file name will be LPGA\_SDA\_YYYYMMDD\_99.xtr. "SDA" is the SDA number. "YYYYMMDD" is the year, month and day being submitted, for example, "19960301".

Records must be vertical bar delimited fields. A logical record will consist of one wia\_pgm\_app, one to many wia\_pgm\_currclm records, one to six wia\_pgm\_occ records, and zero to three wia\_pgm\_occ\_recommend records, followed by a blank line. For each program record submitted, whether for an initial or an update, all associated wia\_pgm\_currclm, wia\_pgm\_occ, and wia\_pgm\_recommend records must be submitted. If an associated record was included on an initial submission but excluded from an update, then the record is assumed to be deleted.

At the end of the wia\_pgm\_app record, there should be four blank fields. At the end of the other records layouts, there should be three blank fields. These fields will be formatted by the load program. A field update indicator follows these blank fields in the wia\_pgm\_app record only. This field should be formatted with a "Y" if the record should be updated. If the field is not formatted with a "Y" and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record. In addition the wia\_pgm\_currclm, wia\_pgm\_occ, and wia\_pgm\_occ\_recommend records will have an additional field at the beginning of the record which will indicate the record type.

## WIA\_PGM\_APP TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
subgrnte_cd	Required. Validate with sda_num. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia provider app table.		9
pgm_cd	Required. Must be a valid program code when compared to the breakout of cip_cd, mode_dlvry, pgm_goal, and cnty_cd. If blank, will assume ADD mode.	Digits 1-6: CIP Code Digit 7: Mode of Delivery Digit 8: Program Goal Digit 9-10: County Code Digit 11-12: Increment	12
wia_agcy_cd	Optional. Must exist in wia agency table.		4
dt_recd_lwib	Required. 1 Must be a valid date. 2 Must be <= current date.	MM/DD/YYYY	10
local_pgm_cd	Optional.		10
pgm_nam	Required.		35
pgm_descrpt	Required.		500
trng_site_adrs	Required.		30
trng_site_city	Required.		30
trng_site_st	Required. Must be a valid state and exist in zip table.		2
trng_site_zip	Required. Must be a valid zip and exist in zip table.		5
trng_site_zip_4	Optional.		4
cnty_cd	Required if State = CA. Must be a valid county code.		2

WIA\_PGM\_APP TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
oth_st_etpl	Required if state != CA. If CA, then should = 2. Must be a 1 or 2.	1. Yes 2. No	1
ada_compl	Required. Must be a 1 or 2.	1. Yes 2. No	1
tot_instr_hrs	Required. Must be numeric and > 0.	Format is 9999.	4
tot_cr	Optional. Must be numeric and >= 0.	Format is 999.9.	5
non_cr	Required. Must be a 1 or 2.	1. Yes 2. No	1
cr_time	Required if tot_cr > 0. Must be in d_cr_time table.	1 Semester 2 Quarter	1
tot_pgm_cost	Must be blank.		6
tuition	Required. Must be numeric and >= 0.	Format is 99999.	5
fees	Required. Must be numeric and >= 0.	Format is 9999	4
exps	Required. Must be numeric and >= 0.	Format is 9999	4
mode_dlvry	Required. Must exist in mode delivery table.	1. Stand-up 2. Internet 3. Correspondence 4. Broadcast 5. Computer-Based Instruction	1
pgm_offr_day	Required. Must be a 1 or 2.	1. Yes 2. No	1
pgm_offr_evng	Required. Must be a 1 or 2.	1 Yes 2 No	1
pgm_offr_wkend	Required. Must be a 1 or 2.	1 Yes 2 No	1

WIA\_PGM\_APP TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
freq_offr	Required. Must be 1-5. Must exist in frequency offering table.	1 Weekly 2 Monthly 3 Quarter 4 Semester 5 Other	1
bppve_appr_stat	Required. Must be 1-3 or 9. Must exist in bppve approval status table.	1 Approved 2 Temporary Approval 3 Registered 9 Not Applicable	1
bppve_appr_expir_dt	Required if bppve_appr_stat is 1-3. Must be a valid date.	MM/DD/YYYY	10
oth_bppve_appr_pgm	Required. Must be a 1 or 2.	1 Yes 2 No	1
reg_appren	Required. Must be a 1 or 2.	1 Yes 2 No	1
reg_dt	Required if Registered Apprenticeship =1. Must be a valid date. Must be <= current date.	MM/DD/YYYY	10
cde_appvrd	Required. Must be a 1 or 2.	1 Yes 2 No	1
coccc_appvrd	Required. Must be a 1 or 2.	1 Yes 2 No	1
proven_eftv	Required. Must be a 1 or 2.	1 Yes 2 No	1
er_supp	Required. Must be a 1 or 2.	1 Yes 2 No	1
indstry_auth	Required. Must be a 1 or 2.	1 Yes 2 No	1
ceu	Optional. Must be numeric and >= 0.	Format is 999.9.	5
ceu_institutn	Required id CEU > 0.		35

WIA\_PGM\_APP TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
resrcs_reqrd	Required. Must be a 1 or 2.	1 Yes 2 No	1
pgm_goal	Required. Must exist in program goal table.	1 Skill Attainment 2 Certificate 3 Registration 4 License 5 Associate Degree 6 Baccalaureate Degree 7 Other	1
credent_body	Required if program goal = 2-6.		35
proj_hrly_wg	Optional. Must be numeric and $\geq 0$ .	Format is 999.99	6
prereq	Required, enter none if no prerequisites.		100
skill_sets	Optional.		150
onsite_parkg	Required. Must be a 1 or 2.	1 Yes 2 No	1
pub_transptn	Required. Must be a 1 or 2.	1 Yes 2 No	1
dsabl_stdnt_access	Required. Must be a 1 or 2.	1 Yes 2 No	1
sign_lang	Required. Must be a 1 or 2.	1 Yes 2 No	1
oth_lang	Required. Must be a 1 or 2.	1 Yes 2 No	1
oth_accessblty	Required. Must be a 1 or 2.	1 Yes 2 No	1
cip_cd	Required. Must exist in the cip table.		6
tgt_audience	Optional.		25
avg_class_size	Required. Must be numeric and $> 0$ .	Format is 999	3

WIA\_PGM\_APP TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
eqpmnt	Optional.		35
prd_bgn_dt	Optional. 1 Must be a valid date. 2 Must be <= current date.	MM/DD/YYYY	10
prd_end_dt	Required if Period begin Date is entered. 1 Must be a valid date. 2 Must be <= current date. 3 Must be >= Period Begin Date.	MM/DD/YYYY	10
partic_univrse	Optional. Must be numeric and > 0.	Format is 9999.	4
avg_hrly_wg_plcmt	Optional. Must be numeric and > 0.	Format is 999.99	6
pgm_cmplt_nrt	Optional. Must be numeric and > 0.	Format is 999.	3
enter_emplmt_nrt	Optional. Must be numeric and > 0.	Format is 999.	3
attainmnt_nrt	Optional. Must be numeric and > 0.	Format is 999.	3
retntn_nrt	Optional. Must be numeric and > 0.	Format is 999.	3
provr_rep	Required.		25
provr_rep_title	Required.		12
dt_signed	Required. 1 Must be a valid date. 2 Must be <= current date.	MM/DD/YYYY	10
site_visit_dt	Optional.	MM/DD/YYYY	10
trnsfr_dt	Leave blank.		10
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10

## WIA\_PGM\_CURRCLM TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be a "C" for wia_pgm_currclm table.		
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia program app table.		9
pgm_cd	Required. Must exist is wia program app table.		12
course_cd	Required.		6
course_title	Required.		15
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10

## WIA\_PGM\_OCC TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be "O" for wia_pgm_occ table.		1
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia program app table.		9
pgm_cd	Required. Must exist in wia program app table.		12
soc_cd	Required. Must exist in soc table.		6
opr_id	Leave blank.		8
entry_dt	Leave blank.		10



## WIA\_OCC\_RECMTD TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be a "R" for wia_occ_recmtd table.		
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia program app table.		9
pgm_cd	Required. Must exist in wia program app table.		12
soc_catgry_cd	Required.		2
soc_catgry_descpt	Required.		37
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10

## **Extract to the State WIA Provider/Program Data File Layout**

The WIA Provider and Program data should be submitted as an ASCII file. The file name will be LPRD\_SDA\_YYYYMMDD\_99.xtr. "SDA" is the SDA number. "YYYYMMDD" is the year, month and day being submitted, for example, "19960301".

Records must be vertical bar delimited fields. A logical record will consist of zero to one etpl\_provr records, zero to many logical program records, zero to many pgm\_apprvl records, followed by a blank line. Each logical program record will consist of one etpl\_pgm record, one to many etpl\_pgm\_currclm records, one to six etpl\_pgm\_occ records and zero to three etpl\_pgm\_recmnd records. For each program record submitted, whether for an initial or an update all associated etpl\_pgm\_currclm, etpl\_pgm\_occ, and etpl\_pgm\_recmnd records must be submitted. If an associated record was included on an initial submission but excluded from an update, then the record is assumed to be deleted.

The last two fields of the pgm\_apprvl record should be blank. At the end of all the other record layouts, there should be three blank fields. The load program will format these fields. A field update indicator follows these blank fields for the provider and program records only. This field should be formatted with a "Y" if the record should be updated. If the field is not formatted with a "Y" and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

The first line in the file layout must be the eight character JTA account.

## ETPL\_PROVR TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be a "V" for wia_provr table.		1
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia provider app table.		9
st_provr_cd	Null		9
wia_agcy_cd	Optional. Must be a valid agency.		4
local_provr_cd	Optional.		10
provr_nam	Required.		30
provr_legal_nam	Required.		30
provr_adrs	Required.		30
provr_city	Required.		30
provr_st	Must be a valid state.		2
provr_zip	Must be a valid zip.		5
provr_zip_4	Optional.		4
main_ph	Required.	Format 999-999-9999.	12
email_adrs	Optional.		35
web_adrs	Optional.		35
etpl_con_nam	Required.		25
etpl_con_title	Required.		12
con_email_adrs	Optional.		35
con_ph	Required.	Format is 999-999-9999.	12
con_extns	Optional.	Format is 9999.	4

## ETPL\_PROVR TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
con_fax	Optional.	Format is 999-999-9999.	12
adm_ph	Optional.	Format is 999-999-9999.	12
adm_extns	Optional.	Format is 9999.	4
fincl_aid_ph	Optional.	Format is 999-999-9999.	12
fincl_aid_extns	Optional.	Format is 9999.	4
accred	Required. Must be a 1 or 2.	1 Yes 2 No	1
accred_body	Required if Accreditation = 1.		25
hea_elig	Required. Must be a 1 or 2.	1 Yes 2 No	1
fincl_aid_avail	Required. Must be a 1 or 2.	1 Yes 2 No	1
online_regn_avail	Required. Must be a 1 or 2.	1 Yes 2 No	1
institutn_type	Required. Must exist in institution type table.	1 Public 2 For-Profit 3 Non-Profit Religious 4 Non-Profit Public Benefit 5 Mutual 6 Other	1
provr_type	Required. Must exist in provider type table.	1 University 2 College 3 Faith Based 4 Community Based Org. (CBO) 5 Vocational 6 Post Secondary 7 ROPC 8 Other	1
job_plcmt_assis	Required. Must be a 1 or 2.	1 Yes 2 No	1

## ETPL\_PROVR TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
career_assesmt	Required. Must be a 1 or 2.	1 Yes 2 No	1
career_cnsl	Required. Must be a 1 or 2.	1 Yes 2 No	1
tutorial_serv	Required. Must be a 1 or 2.	1 Yes 2 No	1
esl_cours	Required. Must be a 1 or 2.	1 Yes 2 No	1
ged_assis	Required. Must be a 1 or 2.	1 Yes 2 No	1
onsite_child_care	Required. Must be a 1 or 2.	1 Yes 2 No	1
oth_addtl_serv	Required. Must be a 1 or 2.	1 Yes 2 No	1
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10

## ETPL\_PGM TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be a "G" for wia_pgm table.		1
subgrnte_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia provider app table.		9
st_pgm_cd	This field will be auto-generated. Must be a valid program code when compared to the breakout of cip_cd, mode_dlvry, pgm_goal, and cnty_cd.	Digits 1-6: CIP Code Digit 7: Mode of Delivery Digit 8: Program Goal Digit 9-10: County Code Digit 11-12: Increment Digit 13-14: Increment	14
wia_agcy_cd	Optional. Must exist in wia agency table.		4
dt_recd_lwib	Required. 1. Must be a valid date. 2. Must be <= current date.	MM/DD/YYYY	10
local_pgm_cd	Optional.		10
pgm_nam	Required.		35
pgm_descrpt	Required.		500
trng_site_adrs	Required.		30
trng_site_city	Required.		30
trng_site_st	Required. Must be a valid state.		2
trng_site_zip	Required. Must be a valid zip.		2
trng_site_zip_4	Optional.		5
cnty_cd	Required if State = CA. Must be a valid county code.		2

## ETPL\_PGM TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
oth_st_etpl	Required if State != CA. Must be a 1 or 2.	1 Yes 2 No	1
ada_compl	Required. Must be a 1 or 2.	1 Yes 2 No	4
tot_instr_hrs	Required. Must be numeric and > 0.	Format is 9999.	4
tot_cr	Optional. Must be numeric and >= 0.	Format is 999.9.	5
non_cr	Required. Must be a 1 or 2.	1 Yes 2 No	1
cr_time	Required if tot_cr > 0. Must be a 1 or 2.	1 Semester 2 Quarter	1
tot_pgm_cost	Must be blank.		6
tuition	Required. Must be numeric and >= 0.	Format is 99999.	6
fees	Required. Must be numeric and >= 0.	Format is 9999.	5
exps	Required. Must be numeric and >= 0.	Format is 9999.	5
mode_dlvry	Required. Must exist in mode delivery table.	1 Stand-up 2 Internet 3 Correspondence 4 Broadcast 5 Computer-Based Instruction	1
pgm_offr_day	Required. Must be a 1 or 2.	1 Yes 2 No	1
pgm_offr_evng	Required. Must be a 1 or 2.	1 Yes 2 No	1
pgm_offr_wkend	Required. Must be a 1 or 2.	1 Yes 2 No	1

## ETPL\_PGM TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
freq_offr	Required. Must be 1-5. Must exist in frequency table.	1 Weekly 2 Monthly 3 Quarter 4 Semester 5 Other	1
bppve_appr_stat	Required. Must be 1-3 or 9.	1 Approved 2 Temporary Approval 3 Registered 9 Not Applicable	1
bppve_appr_exp_dt	Required if bppve_appr_stat is 1-3. Must be a valid date.	MM/DD/YYYY	10
oth_bppve_appr_pgm	Required. Must be a 1 or 2.	1 Yes 2 No	1
reg_appren	Required. Must be a 1 or 2.	1 Yes 2 No	1
reg_dt	Required if Registered Apprenticeship =1. Must be a valid date. Must be <= current date.	MM/DD/YYYY	10
cde_appvrd	Required. Must be a 1 or 2.	1 Yes 2 No	1
coccc_appvrd	Required. Must be a 1 or 2.	1 Yes 2 No	1
proven_eftv	Required. Must be a 1 or 2.	1 Yes 2 No	1
er_supp	Required. Must be a 1 or 2.	1 Yes 2 No	1
indstry_auth	Required. Must be a 1 or 2.	1 Yes 2 No	1
ceu	Optional. Must be numeric and >= 0.	Format is 999.9.	5
ceu_institutn	Required id CEU > 0.		35
resrcs_reqrd	Required. Must be a 1 or 2.	1 Yes 2 No	1



## ETPL\_PGM TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
pgm_goal	Required. Must exist in program goal table.	1 Skill Attainment 2 Certificate 3 Registration 4 License 5 Associate Degree 6 Baccalaureate Degree 7 Other	1
credent_body	Required if program goal = 2-6.		35
proj_hrly_wg	Optional. Must be numeric and >= 0.	Format is 999.99	6
prereq	Required, enter none if no prerequisites.		100
skill_sets	Optional		150
onsite_parkg	Required. Must be a 1 or 2.	1 Yes 2 No	1
pub_transptn	Required. Must be a 1 or 2.	1 Yes 2 No	1
dsabl_stdnt_access	Required. Must be a 1 or 2.	1 Yes 2 No	1
sign_lang	Required. Must be a 1 or 2.	1 Yes 2 No	1
oth_lang	Required. Must be a 1 or 2.	1 Yes 2 No	1
oth_accessblty	Required. Must be a 1 or 2.	1 Yes 2 No	1
cip_cd	Required. Must exist in the cip table.		6
tgt_audience	Optional.		25
avg_class_size	Required. Must be numeric and > 0.	Format is 999.	3
eqpmnt	Optional.		35

## ETPL\_PGM TABLE (continued)

Field Name	Field Description/Edits	Valid Codes	Field Length
prd_bgn_dt	Optional. 1. Must be a valid date. 2. Must be <= current date.	MM/DD/YYYY	10
prd_end_dt	Required if Period begin Date is entered. 1. Must be a valid date. 2. Must be <= current date. 3. Must be >= Period Begin Date.	MM/DD/YYYY	10
partic_univrse	Optional. Must be numeric and > 0.	Format is 9999.	4
avg_hrly_wg_plcmt	Optional. Must be numeric and > 0.	Format is 999.99.	6
pgm_cmplt_nrt	Optional. Must be numeric and > 0.	Format is 999.	3
enter_emplmt_nrt	Optional. Must be numeric and > 0.	Format is 999.	3
attainmnt_nrt	Optional. Must be numeric and > 0.	Format is 999.	3
retnnt_nrt	Optional. Must be numeric and > 0.	Format is 999.	3
provr_rep	Required.		25
provr_rep_title	Required.		12
dt_signed	Required. 1. Must be a valid date. 2. Must be <= current date.	MM/DD/YYYY	10
site_visit_dt	Optional.	MM/DD/YYYY	10
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10

## ETPL\_PGM\_CURRCLM TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be a "C" for wia_pgm_currclm table.		
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia program app table.		9
pgm_cd	Required. Must exist is wia program app table.		12
course_cd	Required.		6
course_title	Required.		15
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10

## ETPL\_PGM\_OCC TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be "O" for wia_pgm_occ table.		1
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia program app table.		9
pgm_cd	Required. Must exist in wia program app table.		12
soc_cd	Required. Must exist in soc table.		6
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10

## ETPL\_OCC\_RECMND TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be a "R" for wia_occ_recmd table.		
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia program app table.		9
pgm_cd	Required. Must exist in wia program app table.		12
soc_catgry_cd	Required.		2
soc_catgry_descpt	Required.		37
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10

## PGM\_APPRVL TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
record_type	Must be an "A" for pgm_apprvl table.		1
subgrante_cd	Required. Must be a valid subgrantee code.		3
wia_provr_cd	Required. Must exist in wia program app table.		9
pgm_cd	Required. Must exist in wia program app table.		12
st_apprvl_status_cd	Leave blank.		
local_apprvl_status_cd	Required. Must be a valid approval code.	1 Approved 2 Denied 8 Withdrawn 9 De-list	
status_chg_dt	Required. 1 Must be a valid date. 2 Must be =< system date.		10
rsn_cd	Required if current status entry = 2, 8 or 9. Must be a valid reason code.		2
cmts	Optional.		
opr_id	Leave blank.		8
entry_dt	Leave blank.		10

## Local Area Checklist

### Activities Required to Determine Initial Eligibility of Providers/Programs for Listing on the Eligible Training Provider List

- ☐ Issue public notice to solicit applications from potentially eligible training providers/programs within the local workforce investment area.
- ☐ Develop and publish local application procedures for educational institutions eligible to receive funds under Title IV of the Higher Education Act (HEA) of 1965 and entities that carry out programs under the National Apprenticeship Act (NAA) and meet the requirements of Section 122 (a) (2) (A) of the Workforce Investment Act (WIA).
- ☐ Develop and publish local procedures and criteria for determining the initial eligibility of programs that apply for listing based on:
  - **Proven effectiveness:** explain how providers can demonstrate a program's effectiveness.
  - **Employer support:** explain how providers can demonstrate evidence of employer support.
  - **Industry authorized:** explain how providers can demonstrate that a program is authorized to provide industry-specific training.
- ☐ Develop a separate written agreement or include a statement in the "assurances" section of the Program Application form that requires all training providers:
  - To collect and provide data on all participants, including social security numbers, as required to maintain subsequent eligibility on the ETPL;
  - To maintain sufficient records to support all data submissions for the ETPL; and
  - To make these records available for monitoring or audit by either the Local Board or the State.
- ☐ Develop local procedures for accepting applications and determining initial eligibility of providers/programs. If the JTA system is not used to process applications and transmit data to EDD, complete programming required to comply with EDD file format requirements specified in Attachment 3.
- ☐ Develop written procedures for local appeal process in accordance with guidance presented in *Attachment 1A*.
- ☐ Review initial eligibility applications for completeness and begin determination process.

- ☐ Verify that provider/program meets at least one of the following initial eligibility criteria:
  - Accreditation by an institution recognized by the federal Department of Education.
  - Approval by the California Department of Education.
  - Approval by the Chancellor's Office of the CA Community Colleges.
  - Approval by Bureau for Private Postsecondary and Vocational Education (BPPVE).
  - Special registration of the program by BPPVE.
  - Demonstration of program effectiveness.
  - Demonstration of sufficient evidence of employer support for the program and willingness to hire its graduates.
  - Designation as an authorized training provider for industry-specific training.
- ☐ Validate one or more of the following initial data elements, as appropriate:
  - Proven Effectiveness (evaluate evidence of program effectiveness).
  - Employer Support (determine if sufficient employer support).
  - Industry Authorized (determine if program is industry authorized).
  - Listing on Other State's ETPL (may verify with other state).
  - Accessibility (may validate during site visit).
  - Total Program Cost (ensure information is complete).
  - Equipment (may validate during site visit).
  - Conduct BPPVE site visit (if necessary to expedite BPPVE approval process, contact "duty day person" at (916) 445-3427).
  - ADA Compliant (may validate during site visit).
- ☐ Verify any locally required data elements. Conduct site visit, if appropriate.
- ☐ Electronically transmit all eligible training provider/program application data to EDD using the JTA system or in a format that complies with file layout requirements specified in *Attachment 3. (EDD will compile the information into a single, statewide ETPL that will be disseminated to local areas via the JTA system within 30 days).*
- ☐ Electronically transmit any changes to EDD on administrative, provider or program data elements as they occur using the JTA system or in a format that complies with the file layout requirements specified in *Attachment 3. (EDD will accept changes to ETPL on any working day of the year).*
- ☐ Disseminate statewide ETPL to all local area One-Stop Centers and ensure that their customers have access to the most current ETPL on an on-going basis.